

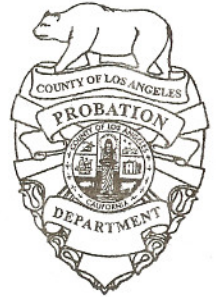


ROBERT B. TAYLOR  
Chief Probation Officer

## COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CA 90242

(562) 940 – 2501



December 15, 2009

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF STANDARDIZED CONTRACT WITH COMMUNITY-BASED  
ORGANIZATIONS TO PROVIDE EMPLOYMENT SERVICES TO ADULT MALE  
PROBATIONERS PARTICIPATING IN THE SENATE BILL 81 ADULT DAY  
REPORTING CENTER PILOT PROJECT ADMINISTERED BY THE CORRECTIONS  
STANDARDS AUTHORITY**

**(3 VOTES, SUPERVISORIAL DISTRICTS 1, 2 and 4 )**

**SUBJECT**

This contract is to provide employment services for adult male probationers between the ages of 18 and 25 who are participating in the Senate Bill 81 (SB 81) Adult Day Reporting Center (DRC) Pilot Project administered by the Corrections Standards Authority (CSA).

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Delegate authority to the Chief Probation Officer to prepare and execute three (3) contracts substantially similar to the attached standardized contract (Attachment 1) with two (2) Community-Based Organizations (CBOs), to provide employment services to adult male probationers between the ages of 18 and 25 who are participating in the DRC Pilot Project in the amount of \$309,000 per contract for a total amount of \$927,000. The proposed contracts are for a period to commence January 1, 2010 through August 23, 2010, after final approval by County Counsel as to form.

2. Delegate authority to the Chief Probation Officer to approve the addition or replacement of any agency subcontracting with the CBOs,.
3. Delegate authority to the Chief Probation Officer to prepare and execute modifications to the recommended contracts for any decreases or increases not to exceed twenty-five percent (25%) of the contract amount and/or one hundred eighty (180) days to the period of performance pursuant to the terms of the contract, upon approval as to form by County Counsel.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of the recommended actions is to authorize the Chief Probation Officer to negotiate, sign and execute three (3) contracts with two (2) CBOs. These contracts will provide employment services for adult male probationers between the ages of 18 and 25 who are participating in the DRC Pilot Project. The services are intended to increase job readiness, and obtain job placement and retention with an aim toward permanent employment that can lead to successful career paths. Successful delivery of employment services will expose a participant to pro-social individuals, and proper workplace behavior.

The recommended agencies will provide services in each of the three geographical areas known as Cluster/Area within Los Angeles County as listed below:

<b>Recommended Agency</b>	<b>Cluster/Area</b>	<b>Services Area</b>
Goodwill Industries of Southern California	Cluster 1	Bell/Commerce/East Los Angeles and contiguous cities
Goodwill Industries of Southern California	Cluster 2/Area 1	Inglewood/Florence/Culver City Area and contiguous cities
San Gabriel Valley Conservation Corps	Cluster 4	Norwalk/Cerritos/Whittier/Torrance/Long Beach/Lakewood Area and contiguous cities

**Implementation of Strategic Plan Goals:**

The recommended Board actions are consistent with the Countywide Strategic Plan Goal #2, Children, Family and Adult Well-Being and Goal # 5, Public Safety.

**FISCAL IMPACT/FINANCING:**

For the initial term commencing January 1, 2010 through August 23, 2010, the cost for each contract is \$309,000 for a total cost of \$927,000. These costs are 100% offset by SB81 DRC Pilot Project funds administered by the CSA which are included in the FY 2009-2010 Budget. No additional Net County Cost is required to fund the recommended contracts. The contracts include provisions for non-appropriation of funds and budget reductions.



### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The scope of work for the contracted services involves providing employment services to adult male probationers between the ages of 18-25. The services shall be provided to participants who have been pre-selected by Probation and are part of the Adult Day Reporting Center (DRC) pilot project located at 5811 South San Pedro Street, Los Angeles, CA 90011. The services are intended to increase job readiness, and obtain job placement and retention with an aim toward permanent employment that can lead to successful career paths. Successful delivery of employment services will expose a participant to pro-social activities, pro-social individuals, and proper workplace behavior.

The standardized contract contains all of the most recent required provisions including, but not limited to, non-responsibility and debarment, child support compliance, GAIN/GROW, Safely Surrendered Baby Law, and the provisions of paid jury service time for their employees. These are Non-Prop A contracts. Consequently, there is no departmental employee relations' issues and they will not result in a reduction of County Services.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contracts.

In accordance with the Chief Administrative Office memorandum, dated July 19, 2002, the proposed contractors have been instructed to register on WebVen.

The Probation Department will not request the contractor to perform services, which exceed the Board approved contract amount, scope of work, and/or contract dates.

County Counsel has approved the standardized contract as to form.

### **CONTRACTING PROCESS:**

To solicit for these services, a competitive Request for Proposals (RFP) process was conducted. The Probation Department released a RFP for Employment Services to Adult Male Probationers Participating in the Adult Day Reporting Center Pilot Project on March 13, 2009. Consistent with the RFP process, interested Contractors were required to submit a proposal demonstrating their ability to provide Employment Services to Adult Male Probationers Participating in the Adult Day Reporting Center Pilot Project. Approximately 640 solicitation letters were sent to community based organizations; advertisements were placed in the Los Angeles Times, Lynwood Journal, and Eastern Group Publications; the solicitation information and the RFP were also made available through the Internet on both the County of Los Angeles Internal Services Department and the Probation Department web sites.



As a result of the solicitation process, twenty-three (23) contractors registered for the Mandatory Proposer's Conference; and thirty-nine (39) participants representing thirty (30) potential providers attended the conference. Eight (8) proposals were received prior to the 12:00 p.m., Friday, May 1, 2009 deadline.

Eight (8) proposals were evaluated using an initial screening "pass/fail" process for Phase I, which was consistent with the selection process and evaluation criteria set forth in the RFP to determine the responsiveness of the proposals. To pass Phase I, 100% compliance was required. In Phase II of the evaluation, a 10-point value was given to each criterion of the initial screening; 70% compliance was required to pass. To proceed to the final evaluation process, proposals must have passed both Phase I and Phase II.

During the initial screening, one (1) Proposer was found non-responsive for not demonstrating that they met the Minimum Mandatory Requirements stated in the RFP.

Two (2) evaluation committees were formed to evaluate the seven (7) proposals that were submitted in response to the RFP and had passed the initial screening process. The evaluation committees consisted of Probation staff. Financial subject matter experts evaluated the financial budget portions of the proposals and the scores were provided to the appropriate committees.

Probation Department staff checked references and points were awarded based on clients' comments. The evaluation committee members reviewed the proposer's qualifications, approach to provide the required services and quality control plans and rated them as "exceeds", "meets", "weak" or "not met" for each section. The rating determined the points awarded. Each Evaluation Committee objectively evaluated the proposals submitted by the following proposers by Cluster / Area.

**Cluster 1**

Goodwill Industries of Southern California and Homeboy Industries.

**Cluster 2, Area 1**

Goodwill Industries of Southern California and Asian American Drug Abuse Program, Inc. (AADAP).

**Cluster 2, Area 2**

Community Development Department, LA City and Goodwill Industries of Southern California

**Cluster 4**

San Gabriel Valley Conservation Corps

The Evaluation Committees reviewed the proposers' qualifications, approach to provide the required services, and quality control plan and complied "Informed Averaging" scoring methodology ratings were used to be consistent with the Selection Process and Evaluation Criteria as set forth in the RFP. The Proposers that were recommended for contracts received the highest overall scores and were rated the most responsive to Probation needs by the Evaluation Committees with one exception. For Cluster 2 Area 2, Community Development Department, LA City received the highest overall scores and Probation entered into negotiations with the agency; however, this agency was unable to fulfill the County's Indemnification provision. As a result, Probation terminated contract negotiations with this agency and entered into negotiations with Goodwill Industries of Southern California, the next highest rated proposer. However, Goodwill Industries of Southern California was unable to secure additional resources to provide services in Cluster 2 Area 2. As a result, this agency rescinded their proposal.

**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

Approval of the recommended actions will enable the Probation Department to provide increase job readiness, and obtain job placement and retention to adult male probationers with an aim toward permanent employment that can lead to successful career paths, pro-social activities, pro-social individuals, and proper workplace behavior.

**CONCLUSION**

Upon approval of your Board, it is requested that the Executive Officer/Clerk of the Board send a copy of the adopted Board Letter to: Los Angeles County Probation Department, Attention: Tasha Howard, Director, 9150 E. Imperial Highway, Room B82/83, Downey, CA 90242.

Respectfully submitted,



ROBERT B. TAYLOR  
Chief Probation Officer

RBT:TH:DS:or

Attachment

c: Executive Office/Clerk of the Board  
Acting County Counsel  
Chief Executive Office